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These instructions are issued to assist you in performing the duties required for the printing and management of all ballots.

## 15.1 Useful online resources

Forms Warehouse: <https://voterinfo.sbe.virginia.gov/FormWarehouse>

Code of Virginia chapter 24.2: <http://law.lis.virginia.gov/vacode/title24.2>

Department of Elections: <http://elections.virginia.gov>

## 15.2 Sample Ballots

This section describes two types of sample ballots; those approved by the electoral board and used in polling places, and those created by outside parties and distributed outside polling places. This section will refer to them as “sample ballots” and “unofficial sample ballots” respectively.

### 15.2.1 Sample Ballots

The electoral board shall provide at each polling place on Election Day, for the voting system in use, a model displaying a portion of its ballot. [Va. Code § 24.2-647](#).

#### 15.2.1.1 Samples of DRE ballots

The electoral board shall provide for each precinct in which any voting or counting machines are used, two sample ballots, which shall be arranged as a diagram of the front of the voting or counting machine as it will appear with the official ballot for voting on election day. Such sample ballots shall be posted for public inspection at each polling place during the day of election. [Va. Code § 24.2-641](#).

#### 15.2.1.2 Samples of Optical Scan ballots

For ballot scanner machines, an officer of election, using a demonstration ballot and machine, shall show each voter who requests, immediately on entry to the polling place, the manner in which the ballot is to be voted. [Va. Code § 24.2-647](#).

### 15.2.1.3 Sample ballot standards

Sample ballots printed by electoral boards must be a duplication of the official ballot for the election with three exceptions:



1. Paper sample ballots must be printed on yellow paper.
2. The word “**OFFICIAL**” in the heading of the ballot must be replaced with “**SAMPLE**” in upper case, bold face, and twenty-four-point type.
3. The following disclaimer must be printed at the bottom of the ballot:

Authorized by Electoral Board of  
(Name of county or city)  
(Address of Board)

### 15.2.2 Unofficial sample ballots

Unofficial sample ballots must include a disclaimer that meets the requirements of [§ 24.2-956](#) (for candidates) or [§ 24.2-956.1](#) (for individuals or other organizations). These requirements are detailed in the Department of Election’s campaign finance laws and policies summary documents posted on the “[Regulations and Policies](#)” web page.

Unofficial sample ballots must be printed on a paper color other than white or yellow. [Va. Code §24.2-622](#).

-  For the purposes of ballots and sample ballots, canary is considered the same color as yellow.
-  For the purposes of ballots and sample ballots, goldenrod is not considered the same color as yellow.

## 15.3 Selecting a Printer

The printer the locality selects must understand and agree to the following conditions:

- They must meet the locality's deadlines.
- There will be delays in the ballot approval process to allow for local verification and for Department of Elections verification.
- They will take and sign required oaths. See 15.11 below.
- The procedures specified in [§ 24.2-612](#) Department of Election’s Ballot Standards and Verification Procedures document must be met. See 15.4 below.

Determine that the printer has the required type styles in the sizes specified. Determine whether the printer can affix the required seal. See 15.4 below.

## 15.4 State Board of Elections Ballot Standards and Verification Procedures

Localities must follow the verification and submission procedures for ballot approval as specified in [§ 24.2-612](#) State Board's Ballot Standards and Verification Procedures. The document is available in the [Forms Warehouse](#).

Forms Warehouse Location:

| Category            | Subcategory | Title  | Number |
|---------------------|-------------|--|--------|
| Election Management | Ballots     | <a href="#">SBE Ballot Standards and Verification Procedures</a> |        |

## 15.5 Affixing Seal to Ballots

The official seal of the electoral board must be affixed to the back side of each official paper and optical scan ballot. This seal may be a printed seal or an embossed seal.

If it is a printed seal, the printer should affix it as the ballots are printed.

If it is an embossed seal, it should be affixed by the printer if he/she has the capability to do so; otherwise it must be affixed to each ballot by a member of the electoral board or the board's designated representative.

In either case, any person who participates in affixing the seal and packaging the ballots must sign an affidavit on the form provided by the Department of Elections. [§ 24.2-619](#).

Forms Warehouse Location:

| Category            | Subcategory | Title  | Number      |
|---------------------|-------------|--|-------------|
| Election Management | Ballots     | <a href="#">OATH, Statement of Person Affixing of Seal and Packaging Ballots</a> | SBE-619 (2) |

### 15.5.1 Witness to Printing and Sealing

The printing of the ballots, and the affixing of the seal and packaging of the ballots must be witnessed by a member of the electoral board or the board's designated representative.

The electoral board may designate as its representative a person provided by the vendor with whom the vendor contracts for the layout and printing of ballots. There is usually an extra fee for this service.

Any person who is to witness the printing of the ballots must take the required oath. Any person who witnesses the affixing of the seal must complete and sign the required affidavit. [§§ 24.2-617](#) and [24.2-619](#).

Forms Warehouse Location

| Category            | Subcategory | Title  | Number      |
|---------------------|-------------|--|-------------|
| Election Management | Ballots     | <a href="#">OATH, Statement of Electoral Board Representative</a>  | SBE-617     |
| Election Management | Ballots     | <a href="#">OATH , Statement of Electoral Board Representative Who Witnessed the Affixing of Seal on Ballots</a> | SBE-619 (1) |

## 15.6 Quantity Ordered

Electoral boards are required to certify to Department of Elections the number of paper/optical scan ballots ordered for each election. This is accomplished by completing the Department of Election's Absentee Ballot Readiness Survey. [§ 24.2-612](#).

The general registrar or electoral board should order enough paper/optical scan ballots to assure an adequate supply for absentee voting. They should also order enough paper ballots/optical scan ballots for each voting precinct to accommodate any of the following scenarios:

- Voting equipment failure
- Curbside voting (if DRE equipment is not taken curbside)
- Provisional voting

A locality that uses optical scan ballots in at least one precinct, including its central absentee precinct, is permitted to use a photocopy of the optical scan ballot in lieu of the official paper ballot. [§ 24.2-613](#). A locality must have permission from the Department of Elections before preparing photocopies of its optical scan ballot. After granted approval, the photocopies of the optical scan ballot must be produced in a manner consistent with official ballot preparation. A locality may use the photocopy of the optical scan ballot if voting equipment fails, curbside voting or provisional voting.

## 15.7 Delivery to Electoral Board

Official ballots may be delivered to the electoral board by the printer (by whatever method agreed upon) or may be picked up from the printer and delivered by a representative designated by the electoral board. The printer or electoral board designee

must complete and sign the required certificate as to the number of ballots delivered. See [Va. Code § 24.2-621](#) for more details.

Forms Warehouse Location:

| Category            | Subcategory | Title   | Number      |
|---------------------|-------------|---|-------------|
| Election Management | Ballots     | <a href="#">OATH, Certificate of Number of Ballots Delivered to Electoral Board</a> | SBE-618 (1) |

The electoral board must receive the ballots and verify the number received. All members must sign the required certificate as to the number of ballots received. However, this action is not a "meeting" under the Virginia Freedom of Information Act so long as no other discussion or deliberation takes place which would otherwise constitute a meeting. See, [§ 24.2-107](#) and [GREBook 26](#). The certificate must be filed with the minutes of the board. [§ 24.2-618](#).

## 15.8 Official Ballot to Be Submitted and Filed

One copy of each final official paper/optical scan ballot must be immediately forwarded to the Department of Elections. Write the word "void" through the seal on the back of the ballot. Do not put any marking of any kind on the front of the ballot.

Enter one copy of each official ballot in the minute book of the electoral board.

## 15.9 Preparing Ballots for Use

The electoral board must prepare packages of official ballots for use by the general registrar for in-person absentee voting and for each polling place.

Using a list developed by the electoral board of the number of ballots required for each purpose, proceed as follows:

- Count out the number of ballots needed for each of the following:
  - In-person absentee voting
  - paper/optical scan ballots (for provisional voting and for emergency use in the event the equipment fails)
  - curbside voting
- Package the ballots and seal each package in such a manner that any tampering with the seal will be immediately obvious.
- Label each package as appropriate:
  - Identify the name of the precinct in which the ballots are to be used (or enter "General Registrar" on the package(s) to be used for in-person absentee voting).
  - Identify the number of ballots contained in the package.
  - If more than one ballot type is in use, identify the type of ballot.

## 15.10 Receipt for Ballots

The officer of election to whom the ballots are delivered or, in the case of ballots for in-person absentee voting the general registrar, must sign a receipt for the ballots.

Forms Warehouse Location:

| Category            | Subcategory | Title  | Number                   |
|---------------------|-------------|--|--------------------------|
| Election Management | Ballots     | <a href="#">OATH, Receipt for Ballots</a>      | SBE-621                  |
| Election Management | Ballots     | OATH, Receipt for Ballots, Town Elections Only | <a href="#">SBE-621T</a> |

## 15.11 Oaths to Be Taken

There are a number of oaths and affidavits required to be executed by various individuals in the course of work performed in preparing official ballots. The Department of Elections prescribes and provides all required oath and affidavit forms. Localities must download or print additional supplies from the Forms Warehouse at:

<https://voterinfo.sbe.virginia.gov/FormWarehouse/>, or click “Forms Warehouse” from the VERIS homepage.

- Statement of Printer
  - Before the work is commenced, the printer with whom the local electoral board contracts for the printing of any ballot must take and sign the oath prescribed by [§ 24.2-616](#) on the appropriate form provided by Department of Elections. Form [SBE-616](#) is to be used for all elections except town elections. This form must be printed on white 8 ½” x 11” paper.
  - For town elections only, use form [SBE-616\(T\)](#) for the oath to be taken by the printer. This form must be printed on white 8 ½” x 11” paper.
- Statement of Electoral Board Representative
  - The electoral board member or the representative of the electoral board who witnesses the printing of the paper ballots must take and sign the oath prescribed by [§ 24.2-617](#). Use Form [SBE-617](#). This form must be printed on white 8 ½” x 11” paper.
- Statement of Person Affixing Seal and Packaging Ballots
  - The person(s) who affixes the seal of the electoral board to the ballots must complete the affidavit and take and sign the oath prescribed by [§ 24.2-619](#). Use Form [SBE-619\(2\)](#). This form must be printed on white 8 ½” x 11” paper.
- Statement of Electoral Board Representative who Witnessed the Affixing of Seal on Ballots

- The representative of the electoral board who witnesses the affixing of the seal must complete the affidavit and take and sign the oath prescribed by [§ 24.2-619](#). Use Form [SBE-619\(1\)](#). This form must be printed on white 8 ½" x 11" paper.
- Certificate of Number of Ballots Delivered to Electoral Board
  - The representative of the electoral board who delivers the printed ballots to the electoral board must certify the number delivered on the certificate prescribed by [§ 24.2-618](#). Use Form [SBE-618\(1\)](#). This form must be printed on white 8 ½" x 11" paper.
- Certificate of Number of Ballots Received from Printer
  - The electoral board must receive the ballots and certify the number delivered as prescribed by [§ 24.2-618](#). Use Form [SBE-618\(2\)](#). This form must be printed on white 8 ½" x 11" paper. Performing this task is not a "meeting" under the Virginia Freedom of Information Act so long as no other discussion or deliberation takes place which would otherwise constitute a meeting. *See*, [§ 24.2-107](#); see also, [GREB 26](#).
  - The certificate must be filed with the minutes of the board. [§ 24.2-618](#).
- Receipt for Ballots
  - When the paper/optical scan ballots to be used at each polling place are delivered, the officer of election receiving the ballots must sign a receipt as prescribed by [§ 24.2-621](#). The electoral board should enter all required information on this form so that it is ready for the signature of the officer upon delivery. The general registrar must also sign this form when ballots for in-person absentee voting are delivered. Use Form [SBE-621](#). This form must be printed on 8 ½" x 11" white paper.
  - For town elections only, use Form [SBE-621\(T\)](#) for the receipt signed by the officer of election receiving the ballots delivered to the polling place. This form must be printed on 8 ½" x 11" white paper.

## 15.12 Signed Oaths to Be Filed

The originals of all of the required oaths, affidavits, and receipts, when properly completed and signed, must be filed in the records of the electoral board for the election and retained for two years following the election. At the end of this retention period, they may be destroyed. File copies in the minutes of the electoral board.

## 15.13 Disposition of Unused Ballots

Any official ballots remaining unused after the election and in the possession of either the electoral board or the general registrar must be packaged under seal and delivered to the clerk of circuit court by noon on the day following the election (Envelope 6).



## 15.14 Preparation of Paper Ballot Reconciliation Form

The paper ballot reconciliation form ([SBE-666](#)) must be completed for each type of paper ballot used in each election held in your county or city.

Forms Warehouse Location:

| Category            | Subcategory       | Title                                       | Number  |
|---------------------|-------------------|---|---------|
| Election Management | Canvass Documents | <a href="#">Paper Ballot Reconciliation</a> | SBE-666 |

### 15.14.1 Ballot Type

A ballot type refers to the office(s) displayed on the paper ballot and varies from election to election. Paper ballot types include:

- United State Senate
- United States House of Representatives
- Proposed Constitutional Amendment
- City Council and School Board (a locality may split this combined ballot into two separate ballots
  - City Council
  - School Board
- Town Council
- Local vacancies
- Local referenda

### 15.14.2 Fill In

- The date of the election
- Items 1 through 7 with the appropriate figures.

### 15.14.3 Sign and Date

This form is to be completed by the secretary of the electoral board who must sign and date it. The form then must be placed in an “Unused Ballot” envelope together with the unused ballots. All completed forms and unused ballots may be placed in one “Unused Ballot” envelope (Envelope 6). It is not necessary to place each ballot type in a separate envelope.

#### **15.14.4 Seal Envelope**

The “Unused Ballot” envelope must then be sealed and a white label placed across the flap. The secretary of the electoral board must then sign and date the label.

#### **15.14.5 Transmit To Clerk of Circuit Court**

The sealed “Unused Ballot” envelope containing the proper reconciliation form(s) and unused ballots must be transmitted to the clerk of circuit court no later than noon on the day following the election.



Reconciliation forms are not required by localities using DRE or optical scan voting systems.

### **15.15 Guide to Printing Paper Ballots**

Please see additional information in “SBE Ballot Standards and Verification Procedures.”

Forms Warehouse Location:

| Category            | Subcategory | Title  | Number |
|---------------------|-------------|--|--------|
| Election Management | Ballots     | SBE Ballot Standards and Verification Procedures |        |

#### **15.15.1 Type/Font**

All type/font used for any ballot must be in a style which is clear and easy to read. It should approximate the styles used in the examples provided in this section.

#### **15.15.2 Ballot Heading**

- One-quarter inch of space must be left between each line in the heading of the ballot.
- Each line of the heading must be centered.
- The first line of the heading of any official paper ballot must read “COMMONWEALTH OF VIRIGINIA” and must be in upper case, twelve-point type.
- The second line of the heading must read “OFFICIAL BALLOT” and must be in upper case, bold face and twenty-four-point type.

- The third line must read “COUNTY OF,” “CITY OF,” or “TOWN OF,” as appropriate, followed by the name of the county, city or town. This line must be in upper case twelve-point type.
- **For a General, Primary or Special Election:**
  - The fourth line must read either “GENERAL ELECTION”, “DEMOCRATIC PARTY PRIMARY ELECTION”, “REPUBLICAN PARTY PRIMARY ELECTION” or “SPECIAL ELECTION,” whichever is applicable, and must be in upper case, eighteen point type.
  - The fifth line must indicate the day and date of the election and must be in upper and lowercase, bold face fourteen-point type.
- Leave one-half inch of space between the bottom of the last line of the ballot heading and the top of the first line of the first office title or referendum caption.

### 15.15.3 Office Title

- Office titles must appear on the ballot in the manner and style in which they are shown on Exhibit B.
- If there is more than one line in the office title, one-eighth inch of space must be left between each line.
- Each line in the title of each office on the ballot must be centered and must be in upper and lower case, bold face fourteen-point type.
- **For a Special Election to fill a vacant seat:**
  - The following statement must be set one-eighth inch below the office title in eight-point, medium face type: “For unexpired term to end”.
  - The appropriate date, as certified by the Department of Elections, must be set one-eighth inch below this line in eight-point, medium face type; the month must be spelled out: for example, "December 31, 2015".

### 15.15.4 Note Indicating Number of Candidates to Be Voted For

- One-eighth inch below the title of each office on the ballot one of the following statements must be set in ten-point type:
  - a. "(Vote for only one)" when only one person is being elected<sup>1</sup> or
  - b. "(Vote for not more than \_\_\_\_)" when more than one person is being elected.
- Only the word “(Vote ...” is to be capitalized.
- The applicable number must be spelled out (as “one,” “two,” etc.) and inserted at the end of this statement.

### 15.15.5 Ballot Squares

- The first ballot square for an office must appear one-quarter inch below the “(Vote for ...” statement. In the case of a referendum, the first ballot square must appear one-quarter inch below the last line in the text of the question.
- Each side of the ballot square must measure one-quarter inch as measured from the inside of each rule.
- The square must consist of one-point rules.
- **For General and Special Elections:**
  - One-eighth inch space must be left between all ballot squares for a referendum or for an office when there is only one candidate nominated by each party or when all the candidates were nominated as independents (non-party) or when the same party nominated all.
  - When there is more than one candidate of the same party running for the same office, one-quarter inch space must be left between ballot squares for candidates of different parties or candidates of parties and independents and one-eighth inch space between ballot squares for candidates of the same party or for each independent.
- **For Primary Elections:** One-eighth inch space must be left between all ballot squares for an office.
- All ballot squares must be aligned with the ballot squares adjacent to the longest candidate name; thus, by centering the longest candidate line (the “candidate line” includes both the ballot square and the name of the candidate) on the ballot, the position for the remainder of the ballot squares is established.
- In the event that there are more available votes for an office than there are candidates listed on the ballot, the number of ballot squares must equal the number of votes each voter may cast for the office. The required number of additional ballot squares must appear aligned below the ballot squares adjacent the name(s) of the candidate(s) for the office. These ballot squares allow the voter to write in, if he/she so desires, names of candidates not appearing on the ballot. See Exhibit C.
- If there are no candidates listed on the ballot for an office, ballot squares equal in number to the number of votes available for the office are required to be printed on the ballot. The ballot square(s) must appear one-quarter inch below the “Vote for not more than” statement, one-half inch to the right of the left edge of the ballot. See Exhibit D.

### 15.15.6 Candidate Names

- Begin each candidate’s name one pica to the right of the corresponding ballot square.
- Candidate names must be set in upper and lower case in twelve-point type.
- When nicknames are used, they must be enclosed in quotation marks, e.g., “Ted.” See [GREB 10](#).
- **For all General or Special Elections:**

- Candidates of political parties will appear on the ballot in the order determined in a drawing conducted by Department of Elections and are certified by Department of Elections in this order.
- If there are more than one candidate representing the same party for any office, the names are shown alphabetically within their party group.
- The names of independent candidates are listed alphabetically following the last party group.
- The name of the party represented by the candidate appears on the ballot only for federal, statewide and General Assembly offices. [§ 24.2-613](#).
- The name of the political party, the name of the "recognized political party," or term "Independent" may be shown by an initial or abbreviation to meet ballot requirements. [§ 24.2-613](#).
- **For Primary Elections:**
  - The names of candidates appear in the order in which the candidates filed and are certified by Department of Elections in this order.
  - If two or more candidates filed simultaneously, the order of the names of those candidates is determined as follows:
    - For statewide, congressional, state legislative, and shared constitutional offices, by a drawing conducted by Department of Elections.
    - For all other offices, by a drawing conducted by the local electoral board.

### **15.15.7 Write-In Space**

- For each office for which the voter may vote for only one candidate, leave three-quarters inch space below the ballot square for the last candidate for the office and above the next office title (or the end of the ballot). This space allows the voter to write in, if he/she so desires, the name of a candidate not appearing on the ballot.
- If the voter may vote for more than one candidate for an office, add an additional quarter-inch space to the minimum three-quarter inch space for each additional possible vote. See [Exhibit F](#).

### **15.15.8 Paper Color and Cut**

Official ballots must be printed on white paper and cut four inches wide and no less than six inches long unless otherwise specified by Department of Elections.

### **15.15.9 Referenda**

- The ballot for a referendum must be a separate ballot and must use the ballot heading designated for a Special Election. See [15.15.3](#) above.
- One-half inch below the day and date of the election in the ballot heading must be printed the caption for the referendum, exactly as certified by Department of Elections.
- The caption must be centered and set in upper case, bold face twelve-point type.

- One-quarter inch below the caption must appear the text of the referendum exactly as shown on the court order or, for statewide or regional referendums, as certified by Department of Elections.
- The text of the referendum must be printed in upper and lower case, twelve-point type, with one point spacing between lines of the text.
- One-quarter inch below the final line of the referendum text, and one pica to the right of the left margin of the text of the referendum, must be printed a ballot square one-quarter inch in size.
- One pica to the right of this ballot square must be printed the first response, either “Yes” or “For,” whichever Department of Elections has certified as appropriate to the election.
- One-eighth inch below this ballot square must be printed a second ballot square of the same size, one pica to the right of which must be printed the second response, either “No” or “Against,” whichever Department of Elections has certified as appropriate.
- Responses must be set in upper case, bold face fourteen-point type.
- More than one referendum may appear on a single ballot unless the court orders otherwise. If there is more than one referendum to be placed upon a single ballot, a space of at least one-half inch must be provided between the bottom of the ballot square for the last response for one referendum and the top of the caption for the next.
- At least one-half inch must be provided between the last response on the ballot and the lower edge of the ballot.

### **15.15.10 Alternate Official Paper Ballot**

The Unilect Patriot Absentee Ballot Guide may be modified and used in lieu of an Official Paper Ballot. See Exhibit G. This format was approved by the State Board at its September 8, 2008 meeting.

## 15.16 Exhibits

### 15.16.1 Exhibit A: Official Ballot Requirements

Exhibit A is an old illustration so please remember in proofing a paper ballot to replace “(Vote for not more than one)” with “(Vote for only one)”.

The diagram illustrates the layout and specifications for an Official Ballot. The ballot is 4 inches wide. The top section contains the following text and specifications:

- COMMONWEALTH OF VIRGINIA (UC/12 PT.)
- OFFICIAL BALLOT** (UC/BF/24 PT.)
- COUNTY/CITY OF \_\_\_\_\_ (UC/12 PT.)
- GENERAL ELECTION (UC/18 PT.)
- Tuesday, November , 200 (ULC/BF/14 PT.)

The middle section contains the following text and specifications:

- Member (ULC/BF/14 PT.)
- Senate of Virginia (ULC/BF/14 PT.)
- District (ULC/BF/14 PT.)
- (Vote for not more than one) (ULC/10 PT.)

The bottom section contains the following text and specifications:

- Robert R. Republican, Jr. (ULC/12 PT.)
- Denise D. Democrat (ULC/12 PT.)
- Anne A. Independent (ULC/12 PT.)
- Barry B. Independent (ULC/12 PT.)
- 1 PICA

The bottom section also contains the following text and specifications:

- Member (ULC/BF/14 PT.)
- House of Delegates (ULC/BF/14 PT.)
- District (ULC/BF/14 PT.)
- (Vote for not more than one) (ULC/10 PT.)

Dimensions and margins are indicated on the left side of the ballot:

- 1/2" (top margin)
- 1/4" (margin for header text)
- 1/2" (margin for election date)
- 1/8" (margin for candidate names)
- 1/4" (margin for candidate names)
- 1/8" (margin for candidate names)
- 3/4" (margin for candidate names)
- 1/8" (margin for candidate names)

A note box on the left side states: "Note: Ballot Squares 1 pt. rules, 1/4" squares, measured inside".

Font specifications are listed in a box on the right side:

- BF = BOLD FACE TYPE
- 12 PT = 12 Point Type
- UC = ALL UPPER CASE
- ULC = Upper and Lower Case

### 15.16.2 Exhibit B: Office Titles

**1. President  
and  
Vice President**  
(Vote for only one)

**2. Member  
United States Senate**  
(Vote for only one)

**3. Member  
House of Representatives  
1<sup>st</sup> District**  
(Vote for only one)

**4. Governor**  
(Vote for only one)

**5. Lieutenant Governor**  
(Vote for only one)

**6. Attorney General**  
(Vote for only one)

**7. Member  
Senate of Virginia  
40<sup>th</sup> District**  
(Vote for only one)

**8. Member  
House of Delegates  
100<sup>th</sup> District**  
(Vote for only one)



**9. Clerk of Court**  
(Vote for only one)

**10. Commonwealth's Attorney**  
(Vote for only one)

**11. Sheriff**  
(Vote for only one)

**12. Commissioner of Revenue**  
(Vote for only one)

**13. Treasurer**  
(Vote for only one)

**14. Soil and Water  
Conservation Director  
James River District**  
(Vote for not more than )

**15. Chairman  
Board of Supervisors**  
(Vote for only one)

**16. Member  
Board of Supervisors  
At Large**  
(Vote for only one)

**17. a. Member  
Board of Supervisors  
Annandale District**  
(Vote for not more than )

**or b. Member  
Board of Supervisors  
District Four**  
(Vote for not more than )

**or c. (Arlington County only)  
Member  
County Board**  
(Vote for not more than )

**18. Tiebreaker  
Board of Supervisors**  
(Vote for only one)

**19. Mayor**  
(Vote for only one)

**20. Member  
City Council  
At Large**  
(Vote for not more than )

**21. Member  
City Council  
District 1**  
(Vote for not more than )

**22. Member  
School Board  
At Large**  
(Vote for not more than )

**23. Member  
School Board  
First District**  
(Vote for not more than )

**24. Member  
Town Council  
At Large**  
(Vote for not more than )

**25. Member  
Town Council  
First Ward**  
(Vote for not more than )

**26. Recorder**  
(Vote for only one)

## 15.16.4 Exhibit C: Ballot Squares

In the event that there are more available votes for an office than there are candidates, the number of ballot squares must equal the number of votes each voter may cast for the office. The required number of additional ballot squares must appear aligned below the ballot squares adjacent to the name(s) of the candidate(s) for the office. These ballot squares allow the voter to write-in, if he/she so desires, names of candidates not appearing on the ballot.

### Example:

←-----4"-----→

COMMONWEALTH OF VIRGINIA

**OFFICIAL BALLOT**

COUNTY/CITY OF \_\_\_\_\_

**GENERAL ELECTION**

**Tuesday, November , 200**

**Office  
Title**

(Vote for not more than four)

|                          |                           |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Robert R. Republican, Jr. |
| <input type="checkbox"/> | Denise D. Democrat        |
| <input type="checkbox"/> |                           |
| <input type="checkbox"/> |                           |

The number of ballot squares must be equal to the number of votes each voter is eligible to cast for the office.

Because there are already two write-in spaces available opposite ballot squares, the space below the final ballot square need account for only two write-in spaces:  $\frac{3}{4}'' + \frac{1}{4}'' = 1''$

### 15.16.5 Exhibit D: Ballot Squares: No Candidates

If there are no candidates for an office, ballot squares equal in number to the number of votes available for the office are required to be printed on the ballot. The ballot square(s) must appear one-quarter inch below the (Vote for not more than \_\_\_\_ ) statement, one-half inch to the right of the left edge of the ballot.

←----- 4" ----->

|                              |  |
|------------------------------|--|
| COMMONWEALTH OF VIRGINIA     |  |
| <b>OFFICIAL BALLOT</b>       |  |
| COUNTY/CITY OF _____         |  |
| GENERAL ELECTION             |  |
| Tuesday, November , 200      |  |
| Office<br>Title              |  |
| (Vote for not more than two) |  |
| <input type="checkbox"/>     |  |
| <input type="checkbox"/>     |  |

### 15.16.6 Exhibit E: Write-In Space

If the voter may vote for more than one candidate for an office, add an additional quarter-inch space to the minimum three-quarter inch space for each additional possible vote.

Three-quarter inch write-in space for the first possible write-in plus three-quarter inch additional space allotted for the remaining three possible write-ins for this office.

←-----4"-----→

|                               |                           |
|-------------------------------|---------------------------|
| COMMONWEALTH OF VIRGINIA      |                           |
| <b>OFFICIAL BALLOT</b>        |                           |
| COUNTY/CITY OF _____          |                           |
| GENERAL ELECTION              |                           |
| Tuesday, November , 200       |                           |
| <b>Office<br/>Title</b>       |                           |
| (Vote for not more than four) |                           |
| <input type="checkbox"/>      | Robert R. Republican, Jr. |
| <input type="checkbox"/>      | Denise D. Democrat        |
| <input type="checkbox"/>      | Anne A. Independent       |
| <input type="checkbox"/>      | Barry B. Independent      |

## 15.16.7 Exhibit F: Unilect Patriot Alternate Paper Ballot - SAMPLE

Commonwealth of Virginia, Official Ballot  
Town of Farmville  
General Election  
Tuesday, May 6, 2014

### Voting Instructions

Place a cross (X), check mark (✓) or a circle (O) in the column to the left of the name of each candidate or question response for which you want to vote. For each office, vote only for the number of candidates indicated.

If you wish to vote for a person whose name is not on the ballot, write in the name of your choice in the write-in space for the office for which the write-in applies.

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| <b>Mayor</b><br>(Vote for only one) |                                   |
|                                     | <b>Carl U. Eggleston</b>          |
|                                     | <b>Margaret H. Taylor-Collins</b> |
|                                     | <b>David E. Whitus</b>            |
|                                     | Write-In                          |

|  |                              |
|--|------------------------------|
| <b>Member</b><br><b>Town Council</b><br><b>At Large</b><br>(Vote for only one) |                              |
|  | <b>Thomas M. "Tom" Pairt</b> |
|  | Write-In                     |